

Administrative Assistant III



Job Code: 1071
Grade: 122
Reports to: Administrative Support Supervisor or
Department/Division Director
Salary Range: \$36,557 - \$55,975
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult and diverse secretarial and administrative work in support of an assigned division or department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification has significant latitude for independent judgment and initiative and performs more complex or specialized duties than does the Administrative Assistant II classification. The employee completes duties of more than ordinary difficulty and makes independent decisions based on assessment and analysis of the situation as well as established policies, procedures, and guidelines. Work is performed under general supervision, and is reviewed by a superior through observation, review of correspondence and typewritten materials. Supervision may be exercised over subordinate clerical personnel.

ESSENTIAL FUNCTIONS

Coordinating general office operations; composing and typing correspondence; conducting research and preparing reports; providing assistance to professional staff and public; maintaining records and files.

EXAMPLES OF WORK

- Performs a wide variety of functions within the organizational unit requiring considerable knowledge of department/division policies, procedures, and guidelines.
- Develops forms and procedures to help assure efficient and effective workflow throughout the division or department.
- Compiles and prepares financial, statistical, or other complex or specialized data pertinent to the operation of an organizational unit or a particular function of a unit.
- Conducts research on special projects; compiles and analyzes data collected, and writes, types, and prepares reports.
- Serves as staff liaison with other divisions/departments within the City government, other government and community agencies, and the general public.
- Takes oral and/or machine dictation and transcribes statements, letters, minutes, reports, and other materials, when required.
- Assists in planning/organizing office automation needs.
- Reviews incoming correspondence and prepares appropriate responses.
- Composes and types a variety of correspondence according to established procedures.
- Answers inquiries, complaints, and requests and gives information and assistance to the public.
- Operates a personal computer including but not limited to word processing.
- Assembles materials and records pertinent to problems under study by superior.
- Functions as lead worker over clerical office staff.
- Trains other administrative employees; distributes work and reviews completed work for accuracy and completeness.
- Performs related tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of standard office practices, procedures, equipment, and office assistance techniques; thorough knowledge of business English, spelling, grammar, punctuation, and arithmetic; ability to type and keyboard information accurately at a speed of 70 words per minute or more; ability to operate personal computer and systems; ability to make arithmetical calculations; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; skill in the operation of standard office, word processing, and data entry equipment.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by five (5) years of progressively knowledgeable and skilled experience in the operation of a personal computer with standard software applications and in office assistance and administrative support work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, and determining the accuracy and thoroughness of work.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification in the Department of Finance & Administration or the Department of Parks, Recreation & Culture is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.